WHAT IS CLAIMED IS:

 A schedule managing apparatus for managing schedules, comprising:

a schedule classifying unit which classifies an inputted schedule into any type on the basis of its information; and

a schedule adjusting unit which adjusts the schedules on the basis of each schedule type in the case where said inputted schedule overlaps with an existing schedule with respect to the time.

- 2. An apparatus according to claim 1, wherein said schedule classifying unit classifies the inputted schedule into any type of a term type schedule in which designated date/time is set to a term of an operation or a period type schedule in which a designated certain period is assured for the operation.
- 3. An apparatus according to claim 2, wherein said schedule classifying unit classifies the inputted schedule into any type of said term type schedule or said period type schedule on the basis of items regarding date/time, place, and contents included in the inputted new schedule or the like.

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4. An apparatus according to claim 2, wherein said schedule classifying unit classifies the inputted

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schedule into any type of said term type schedule or said period type schedule on the basis of schedule information including an item regarding date/time, an item regarding a place, an item regarding persons concerned, an item regarding the contents, an item regarding priority, and an item such as a schedule adjustment or the like regarding a system which are inputted to a ToDo list.

- 5. An apparatus according to claim 2, wherein in the case where the inputted new schedule and the existing schedule are the term type schedules and terms of both of said schedules overlap, said schedule adjusting unit assembles the new schedule as it is without adjusting both of said schedules.
 - 6. An apparatus according to claim 2, wherein in the case where the inputted new schedule and the existing schedule are the period type schedules and periods of both of said schedules overlap, said schedule adjusting unit adjusts the schedules so as to leave the schedule of high priority.
- 7. An apparatus according to claim 6, wherein in the
 25 case where priority of the inputted new schedule and
 that of the existing schedule are the same, said
 schedule adjusting unit leaves the schedule selected in

- 35 - accordance with a preset condition.

8. An apparatus according to claim 7, wherein as a condition in the case where the priority is the same, said schedule adjusting unit sets a user's selection, a selection of the existing schedule, or a selection of the new schedule.

- 9. An apparatus according to claim 2, wherein in the

 10 case where one of the inputted new schedule and the

 existing schedule is a period type schedule and the

 other is the term type schedule, if priority of the

 term type schedule is high, said schedule adjusting

 unit adjusts the schedules so as to move the term type

 schedule to a period start position of the period type

 schedule.
 - 10. An apparatus according to claim 9, wherein when the priority of the term type schedule is low, said schedule adjusting unit adjusts the schedules so as to move the term type schedule to a period end position of the period type schedule.
- 11. An apparatus according to claim 9, further
 25 comprising a schedule history managing unit which stores the schedule deleted by the adjustment of said schedule adjusting unit and a position before the

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adjustment of the schedule moved due to the adjustment,

and wherein when the existing schedule is deleted, said schedule adjusting unit refers to a history stored by said schedule history managing unit and performs a recovery of the schedule deleted due to the schedule adjustment or a return of the schedule to an initial position moved due to the schedule adjustment.

12. A schedule managing method of managing schedules, comprising the steps of:

classifying an inputted schedule into any type on the basis of its information; and

adjusting the schedules on the basis of each schedule type in the case where said inputted schedule overlaps with an existing schedule with respect to the time.

- 13. A method according to claim 12, wherein the inputted schedule is classified into any type of a term type schedule in which designated date/time is set to a term of an operation or a period type schedule in which a designated certain period is assured for the operation.
- 25 14. A method according to claim 13, wherein the inputted schedule is classified into any type of said term type schedule or said period type schedule on the

basis of items regarding date/time, place, and contents included in the inputted new schedule or the like.

- 15. A method according to claim 13, wherein the
 inputted schedule is classified into any type of said
 term type schedule or said period type schedule on the
 basis of schedule information including an item
 regarding date/time, an item regarding a place, an item
 regarding persons concerned, an item regarding the

 contents, an item regarding priority, and an item such
 as a schedule adjustment or the like regarding a system
 which are inputted to a ToDo list.
- 16. A method according to claim 13, wherein in the

 15 case where the inputted new schedule and the existing schedule are the term type schedules and terms of both of said schedules overlap, the new schedule is assembled as it is without adjusting both of said schedules.

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- 17. A method according to claim 13, wherein in the case where the inputted new schedule and the existing schedule are the period type schedules and periods of both of said schedules overlap, the schedules is adjusted so as to leave the schedule of high priority.
- 18. A method according to claim 17, wherein in the

case where priority of the inputted new schedule and that of the existing schedule are the same, the schedule selected in accordance with a preset condition is left.

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19. A method according to claim 18, wherein as a condition in the case where the priority is the same, a user's selection, a selection of the existing schedule, or a selection of the new schedule is set.

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- 20. A method according to claim 13, wherein in the case where one of the inputted new schedule and the existing schedule is a period type schedule and the other is the term type schedule, if priority of the term type schedule is high, the schedules are adjusted so as to move the term type schedule to a period start position of the period type schedule.
- 21. A method according to claim 20, wherein when the priority of the term type schedule is low, the schedules are adjusted so as to move the term type schedule to a period end position of the period type schedule.
- 25 22. A method according to claim 20, further comprising the steps of:

storing the schedule deleted by the adjustment of

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said schedules and a position before the adjustment of the schedule moved due to the adjustment of the schedules,

and when the existing schedule is deleted,

referring to a stored history and performing a recovery
of the schedule deleted due to the schedule adjustment
or a return of the schedule to an initial position
moved due to the schedule adjustment.

23. A computer-readable recording medium in which a schedule managing program for managing schedules has been stored, wherein said schedule managing program comprises the steps of:

classifying an inputted schedule into any type on the basis of its information; and

adjusting the schedules on the basis of each schedule type in the case where said inputted schedule overlaps with an existing schedule with respect to the time.